Instructions for completing the Internal J-125

Section I. USER INFORMATION

Name – enter the full name of the computer user requesting access to the DES computer system.

Social Security Number – enter user's social security number.

Site Code – enter the site code of the person you want added to the system.

Phone No. – enter the area code and phone number of the person you want added to the system.

Cost Center – enter the cost center of the person you want added to the system.

Physical Work Location – enter the address of the user requesting access to the DES computer system.

Title/Job Description – enter the title or job description of the user requesting access to the DES computer system.

Division/Administration – enter the name of user's Division and Administration

District – enter the user's district

Section - enter the user's section

Unit – enter requesting user's section or unit.

Section II. ACCESS

Add New User - check this box to request a user be added who is not currently a user of the DES computer system.

Additional Access - check this box to request additional access for a user who currently has access to the DES computer system.

Remove Access - check this box to request removal of any part of a user's access from the DES computer system.

Terminate All Access – check this box to request a user be completely removed from the DES computer system.

CICS3 - check this box and on the line next to the box fill in the name of the application system you are requesting access to. Example GUIDE, AZTECS, ATLAS, SYSM etc. (Most requests will fall in this area.)

TSO -

LAN/WAN – check this box and enter the name of LAN/WAN in which the user is requesting access (if applicable).

INTERNET – check this box to request Internet access (the Basic Data Security Awareness Training or (CBT) Data Security Awareness training must be taken before receiving access to the Internet).

OTHER - this line is used to enter any non-standard access request.

E-mail Address – enter the e-mail address of the person authorizing the request for access to the DES computer system. (must be the requesting supervisor or supervisor's designee.)

Supervisor's Name – enter the name of the requesting supervisor or his/her designee.

Agency – enter the name of the requesting supervisor's Agency.

Date – enter the date of the request

Site Code – enter the site code of the requester's supervisor.

Phone No. – enter the area code and phone number of the requesting supervisor or his/her designee.

Address - enter the address of the requesting supervisor or his/her designee.

Section IV. Reserved for DES Security Analysts.

After completing the form e-mail the form to your Security Analyst

Incomplete forms can cause a delay in processing this request.